

Sign In

To sign in to Zello Work: Select the Zello Work blue link. Next, log in with your ZelloWork username, password, and network name. The network name is required to ensure you are signed in with the Zello Work business product, and not the free consumer product.

Menu

To access the Menu screen, either tap the hamburger menu icon at the top left of the screen or swipe from the left side of the screen.

The menu provides direct access to user Profiles, Accounts, Active Audio Device, Status, Current Active Channel or User, Recent Messages, Contacts, Channels, and Options.

Talk Screen

Selecting a contact or channel will open up the Talk Screen and allow you to send a message

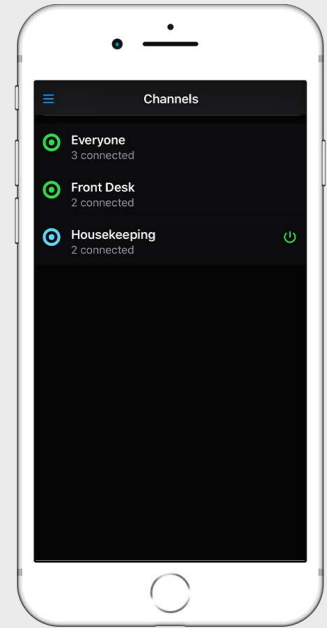
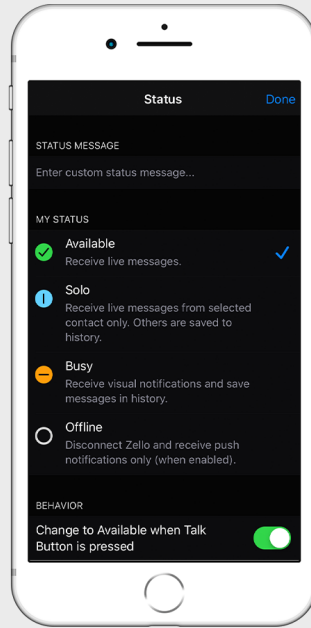
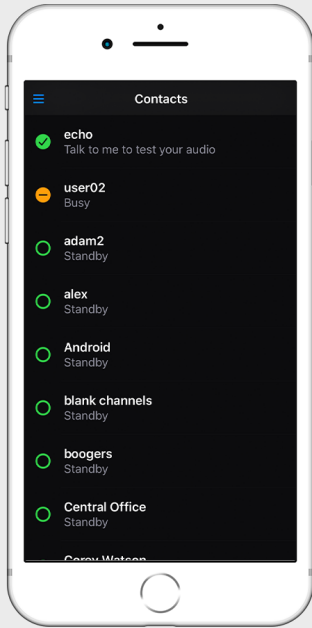
To Send a Message:

Press and hold the push-to-talk button. The button will turn red when ready to transmit. Speak into your device's microphone. Release the button when you are finished talking. Message transmission ends when you release the button.



"Zello has always been a very reliable intergration partner and their technology has always been very stable."

– Thomas Sunderland, Trimble Construction Logistics



Contacts

Contacts are displayed with their profile picture, if available, and a symbol representing their current app status on the bottom right corner of the profile picture.

Status Screen

On this screen, you can set your status to available, solo, busy, or offline. This status is visible to everyone in your network, and determines when and how you can be contacted and what notifications you will receive.

Channels

Channels are assigned by your admin for group communication.

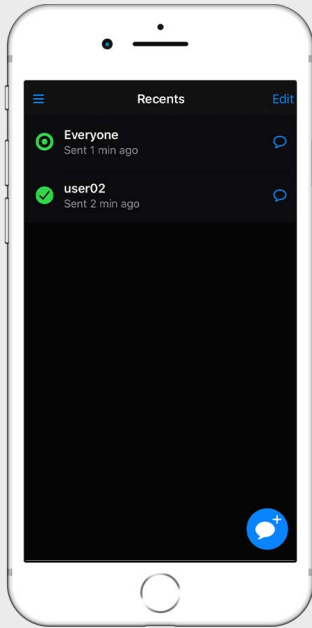
Channel messages are live:

If you disconnect or logout, Channel messages will not show up in your Local History or Recent screen. You can disconnect and stop hearing messages from a Dynamic Channel by tapping its power button on the right.



"Zello has provided us with a big break when it comes to communications. Our team used to have radio comms to keep operations going, which was expensive, equipment had to be kept up and also range was an issue. With Zello, we have solved all our problems and have a clearer communications platform to operate on."

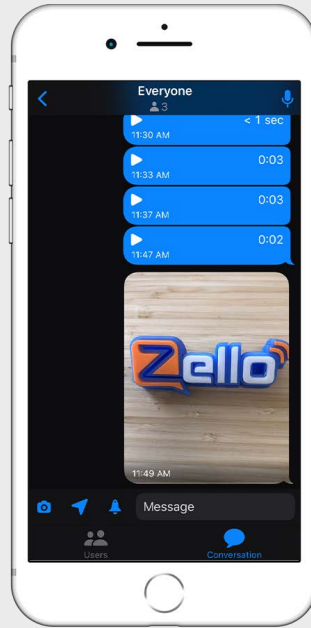
— Joshua Mori, Eastern Safety Service



Recents

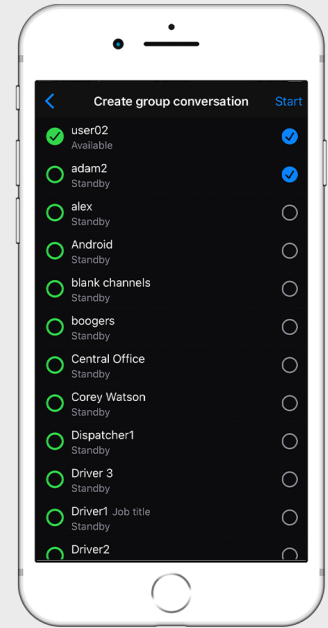
Your recent messages to contacts or channels can be found on the menu screen.

This is particularly convenient if you only talk or listen to a select few users and channels.



Catch Up on Messages

To view previous messages received from a channel/ contact, click on the blue bubble icon at the top right of the Talk Screen. Here you'll see all voice, texture, and picture messages that you've received.



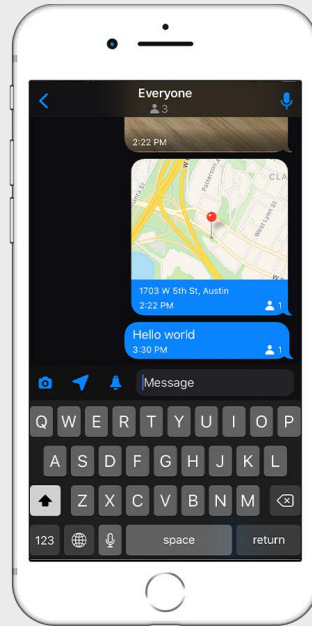
Create an Ad Hoc Channel

From your Recents screen, click on the blue message button at the bottom right of the screen. This will take you to another screen to select users. Choose the contacts with whom you would like to start a group conversation. Once the contacts are selected, click the "Start" button to create the group conversation.



"Real time communication is important for business efficiency and customer satisfaction."

- Jay Meyer, ComTrans



Send Photos, Location or Text

To send a photo, location, or text:

From the Talk Screen, click on the blue button at the upper right to access the Message History page. At the bottom left of the page, you'll see an icon of a photo, arrow as well as a Message field. Clicking on these icons will allow you to send a photo or your location to the selected group or contact. Or you can send a text message in the "Message" field.



"Zello is easy to download and set up on all of our devices. We have multiple channels that we use on a daily basis."

— Robert Boden, Owner of Shield Security Solutions